

The Parents' Forum for Bradford and Airedale

Financial Statements

Year Ended 31 March 2021

Charity registration number: 1149878



The Parents Forum for Bradford and Airedale

Financial Statements

Year Ended 31 March 2021

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The Parents Forum for Bradford and Airedale

Charity Reference and Administrative Details

Year Ended 31 March 2021

Charity registration number

1149878

Trustees

Gary McHale
Sue McHale
David Michael Firth
Carol Beardmore

Registered office and principal address

Unit 73
Carlisle Business Centre
60 Carlisle Road
Bradford
BD8 8BD

Accountants

BHP LLP
New Chartford House
Centurion Way
Cleckheaton
Bradford
BD19 3QB

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

The Parents Forum for Bradford and Airedale

Trustees' Annual Report

Year Ended 31 March 2021

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2021.

Trustees of the charity

The trustees who have served during the year and since the year end were as follows:

David Michael Firth - Chair
Carol Beardmore
Jennifer Chicoko (resigned 1 April 2021)
Naomi Heseltine (resigned 1 April 2021)
Wahida Kosser (resigned 1 April 2021)
Gary McHale
Sue McHale

Charity Number

The charity was registered with the Charity Commission for England and Wales on 23 November 2012, registered charity number 1149878.

Structure, governance and management

The charity is governed by a constitution adopted on 19 June 2012 and updated in October 2016.

Method of recruitment and appointment of trustees

The management committee normally meets once every 6 weeks. Membership of the management committee is open to all parents/carers of the PFBA membership.

Trustees/committee members are elected at the annual general meeting which is held in October. There must be a minimum of two and a maximum of twelve trustees.

Mission

To empower parents/carers by influencing positive changes in health, education and social care policies and practices for families, children, and young people with disabilities/additional needs.

Charitable objectives

The promotion of social inclusion among disabled children and their parents and carers who are socially excluded from society, or part of it, as a result of their disability in the Bradford District and surrounding areas, in particular but not exclusively:

- Providing forums, workshops, advocacy, and general support
- Raising public awareness of issues affecting disabled children and their parents/carers

Activities

The charity holds events and activities bringing parent/carers together to gain information and to learn about what services and support they can access. Peer support workshops are held throughout the year on education, health, and social care topics and to promote and empower parent/carer participation and confidence. Bigger Voice Events bring local support groups together to focus on joint working and partnership. The charity has representatives on 5 strategic groups across health, social care and education including representatives on The Carers Partnership and Carers in Action

Public benefit statement

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The Parents Forum for Bradford and Airedale

Trustees' Annual Report

Year Ended 31 March 2021

Achievements and performance

The beginning of this year saw huge changes for staff, trustees and the way we run our organisation. The impact of Covid limited our contact with parent/carers and instead of the events we would normally hold (in person) we had to use virtual platforms and social media to connect with families. Although this took some time to set up by the end of the year we were able to run our workshops, ensure our involvement in strategic groups and gather the voice of families. Our trustees found it extremely difficult to engage due to their own personal circumstances as parent/carers of children with disabilities and/or special needs. We were unable to hold as many trustee meetings as we would have liked but did continue updating and connecting and were able to hold an AGM on the 21st March 2021. Some trustees made the decision not to continue and therefore we began concentrating on reaching out and recruiting new trustees to fill the vacancies.

Moving from self-employed staff to employed staff was a challenge and although this enabled better security for staff the cost in terms of tax/insurance and pensions has reduced our cash reserves.

We have continued to secure funding from the Department of Education and the local authority (BMDC). More importantly, local health services were able to join with education services to jointly commission the PFBA, acknowledging the importance of our service and support we provide across all areas of health, education and social care.

Even though difficult circumstances have impacted our work, our membership has continued to grow, our representation at strategic levels has increased and we continue to get positive feedback from the families we come in contact with.

Financial review

The net expenditure for the year was £38,564 including net expenditure of £30,228 on unrestricted funds and net expenditure of £8,336 on restricted funds (after funds transfer).

Reserves Policy

The charity will endeavour to maintain unrestricted and designated reserves to provide cover for:

- i. Known liabilities such as salaries, redundancy and lease agreements
- ii. Unforeseen liabilities
- iii. To continue, as an interim measure, to aim to fund basic core services in case of the loss of a funding stream. A percentage of the unrestricted reserves available at any particular time could be used to support the charity's commitment to meeting our charitable objectives. This percentage is to be proportionate to the level of unrestricted reserves available at that specific time.
- iv. To manage organisational cash flow in the short term

At 31 March 2021, the charity had free reserves of £1,313. These reserves will be used to support cash flow or in the case of the need to wind down the charity meet obligations to the best of our ability.

Approved by order of the members of the board of Trustees and signed on their behalf by:


David Michael Firth (Jan 31, 2022 13:50 GMT)

David Michael Firth
Chair of Trustees

Date: Jan 31, 2022

The Parents Forum for Bradford and Airedale

Independent Examiner's Report

Year Ended 31 March 2021

Independent Examiner's Report to the Trustees of The Parents Forum for Bradford and Airedale

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: Jan 31, 2022

Lesley Kendrew BSC FCA

BHP LLP

New Chartford House
Centurion Way
Cleckheaton
Bradford
West Yorkshire
BD19 3QB

The Parents Forum for Bradford and Airedale

Receipts and Payments Account

Year Ended 31 March 2021

		2021			2020
	Note	Unrestricted funds £	Restricted funds £	Total £	Total £
Receipts:					
Grants and donations	2	7,500	30,000	37,500	60,968
Sales and fees		208	-	208	434
Total receipts		7,708	30,000	37,708	61,402
Payments:					
Project management		-	31,220	31,220	14,496
Rent & Rates		-	5,786	5,786	5,754
Events and activities		449	-	449	1,716
Development and resources		231	-	231	175
Admin support and bookkeeping		23,711	11,856	35,567	9,758
Consultancy		-	-	-	13,352
Training		-	-	-	289
Parent carer expenses		-	-	-	2,423
Infrastructure and office costs		-	1,930	1,930	1,409
Max cards costs		-	-	-	720
Legal and professional		759	-	759	2,400
Insurance		-	330	330	413
Interpreting services		-	-	-	497
Total expenditure		25,150	51,122	76,272	53,402
Net (payments) / receipts		(17,442)	(21,122)	(38,564)	8,000
Transfer between funds		(12,786)	12,786	-	-
Net movement in funds		(30,228)	(8,336)	(38,564)	8,000
Cash funds brought forward	4	31,541	8,336	39,877	31,887
Cash funds carried forward	4	1,313	-	1,313	39,877

The Parents Forum for Bradford and Airedale

Statement of Assets and Liabilities

Year Ended 31 March 2021

	2021			2020
	Unrestricted funds £	Restricted funds £	Total £	Total £
Cash funds				
Cash at bank	1,313	-	1,313	39,877
Total cash funds	<u>1,313</u>	<u>-</u>	<u>1,313</u>	<u>39,877</u>
Liabilities				
Independent examination and accounts			3,120	3,120
			<u>3,120</u>	<u>3,120</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

David Michael Firth

David Michael Firth (Jan 31, 2022 13:50 GMT)

David Michael Firth

Chair of Trustees

Date: Jan 31, 2022

The notes on pages 7 to 8 form part of these financial statements.

The Parents Forum for Bradford and Airedale

Notes to the Financial Statements

Year Ended 31 March 2021

1 Summary of significant accounting policies

(a) General information and basis of preparation

The Parents Forum for Bradford and Airedale is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are disclosed in the Trustees Report.

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

(d) Going concern

The Trustees have considered the impact of Covid-19 on the Charity's income and beneficiaries, as well as the wider economy. Whilst it is not considered practical to accurately assess the duration and extent of the disruption, the Trustees are confident that they have plans in place to deal with and mitigate any financial losses that may arise. The Trustees therefore consider that the level of reserves for the charity are adequate. The Trustees continue to adopt the going concern basis of preparation for these financial statements.

2 Grants and donations

	2021		2020	
	Unrestricted funds £	Restricted funds £	Total £	Total £
Bradford MDC	-	30,000	30,000	49,500
DfE	7,500	-	7,500	11,468
	<u>7,500</u>	<u>30,000</u>	<u>37,500</u>	<u>60,968</u>

3 Trustees expenses

During the year one trustee was paid expenses of £175 (2020 – £nil).

Trustee expenses were allocated to software expenses, as the reimbursements related to software costs.

The Parents Forum for Bradford and Airedale

Notes to the Financial Statements

Year Ended 31 March 2021

4 Fund reconciliation

Fund reconciliation – current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds	31,541	7,708	(17,442)	(12,786)	1,313
	31,541	7,708	(17,442)	(12,786)	1,313
Restricted funds					
BMDC grant	8,336	30,000	(51,122)	12,786	-
	8,336	30,000	(51,122)	12,786	-

Fund reconciliation – Prior Year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds	31,877	11,902	(12,238)	-	31,541
	31,877	11,902	(12,238)	-	31,541
Restricted funds					
BMDC grant	-	49,500	(41,164)	-	8,336
	-	49,500	(41,164)	-	8,336

Fund descriptions

BMDC grant fund relates to monies received towards project costs.

5 Related party transactions

There were no related party transactions during the current year or prior year.